



CITY OF KIRKLAND

PLANNING AND BUILDING DEPARTMENT

123 FIFTH AVENUE, KIRKLAND, WA 98033

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MEMORANDUM

Date: March 3, 2016

To: Kurt Triplett, City Manager

From: Paul Stewart AICP, Deputy Director
Eric Shields AICP, Director

Subject: Adoption of the 2016-2018 Planning Work Program (File No. PLN16-00008)

RECOMMENDATION

Staff recommends the City Council approve the attached Resolution R-5189 adopting the 2016-2018 Planning Work Program.

BACKGROUND

The City Council met with the Planning Commission at a joint study session on March 3, 2016. At the meeting the Council reviewed the proposed 2016-2018 Planning Work Program. The Council and Commission focused on several key tasks as noted in the work program:

- Timing of the Everest/Houghton Neighborhood Center (Task 2.2) and 6th Street Corridor Transportation Study (Task 2.3).
- Neighborhood/Business District Plan Framework (Task 2.4)
- Revisions to the city's marijuana regulations (Task 3.7)
- Design Guidelines for properties in Totem Lake along the CKC (Task 3.9)
- Sign regulations (Task 3.6).

2016 – 2018 Planning Work Program

Resolution R-5189 (attached) adopts the Planning Work Program. The work program reflects the discussion at the joint meeting and direction from the Council regarding the following tasks.

The Council agreed to move forward with work on the **Houghton/Everest Neighborhood Center and 6th Street Transportation Study** (Tasks 2.2 and 2.3). Staff has already met with representatives from the respective neighborhood associations and have begun to outline the public outreach approach and technical work scope. Staff will report back to the Planning Commission and Council with the scope and schedule.

The Council expressed interest in moving forward on revisions to the **Marijuana Regulations** (Task 3.7). This is reflected in the work program. The Council also indicated a preference for primarily focusing on revisions regarding the buffers from day care centers in order to keep the scope within a manageable time frame.

As a result of the timing on marijuana regulations, work on the **design guidelines** for properties along the Cross Kirkland Corridor would be slightly deferred (Task 3.9). Staff committed to begin this effort sooner if possible.

The other issue that was discussed at the joint meeting related to Task 3.6 – **sign regulations**. The draft work program included a targeted effort to focus on revisions to the regulations in order to comply with court decisions and direction from the Washington Cities Insurance Authority (WCIA) regarding content-neutral signs – primarily sandwich boards, real estate and off-site directional. WCIA has indicated that the City should update its regulations regarding content neutral signs by June 2016. At the joint meeting, Councilmembers expressed an interest looking at the sign code in general (Chapter 100 KZC). This is a more extensive and intensive effort.

Staff is suggesting a two-phased approach. Phase 1 would focus on the content-neutral signs in order to complete the revisions to comply with the WCIA requirements. This would begin in spring 2016. Phase 2 would look at the rest of the sign code and could begin in later summer or early fall. For Phase 2, prior to commencing work on any major revisions, staff would bring the current code to Council to obtain direction on the scope and issues to be addressed with update. This will enable staff to determine the extent of issues to be addressed and the timing and resources needed to accomplish the task.

The work program shows this task as two distinct efforts. Depending on the timing and staff availability, work on the sign regulations could affect the schedule for the Miscellaneous Code Amendments (Task 3.3).

If the Council is in agreement with the revised 2016-2018 Planning Work Program, staff would recommend adoption of the attached resolution.

RESOLUTION R-5189

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KIRKLAND
PERTAINING TO THE ADOPTION OF THE 2016 – 2018 PLANNING
WORK PROGRAM.

1 WHEREAS, the Kirkland City Council and the Kirkland Planning
2 Commission met at a joint meeting on March 1, 2016 to discuss the
3 proposed 2016-2018 Planning Work Program tasks and to set priorities;
4 and

5
6 WHEREAS, the Kirkland City Council reviewed a revised work
7 program at the March 15, 2016 regular meeting

8
9 NOW, THEREFORE, be it resolved by the City Council of the City of
10 Kirkland as follows:

11
12 Section 1. The adopted 2016-2018 Planning Work Program for the
13 City of Kirkland shall be established as shown on Exhibit A to this
14 resolution.

15
16 Section 2. This adopted Planning Work Program shall be generally
17 used by the City staff and Planning Commission in scheduling work tasks
18 and meeting and hearing calendars.

19
20 Section 3. A copy of this resolution and work program shall be
21 distributed to the Planning Commission, Parks Board, Transportation
22 Commission, Design Review Board, Neighborhood Associations, the
23 Chamber of Commerce and Houghton Community Council.

24
25 Passed by majority vote of the Kirkland City Council in open meeting
26 this ____ day of _____, 2016.

27
28 Signed in authentication thereof this ____ day of _____, 2016.

MAYOR

Attest:

City Clerk

Planning Commission Tasks	
Other City Tasks	

ADOPTED 2016 – 2018 PLANNING WORK PROGRAM: LONG RANGE TASKS MARCH 15, 2016

				2016												2017					2018			
TASK		PROJECT MANAGER	2016 FTE by Task	J	F	M	A	M	J	J	A	S	O	N	D	1st	2nd		3rd	4th	1st	2nd	3rd	4th
POLICIES, PLANS & REGULATIONS																								
1.0	Comprehensive Plan																							
1.1	• Consider Totem Lake Planned Action																							
1.2	• Private Amendment Requests																							
1.3	• Consider CBD as an Urban Center																							
2.0	Neighborhood/Bus District Plans																							
2.1	• Finn Hill Neighborhood Plan	Coogan	.6 FTE																					
2.2	• Everest/Central Houghton Ctr	Ruggeri	.5 FTE																					
2.3	• 6 th Street Corridor Transp Study	Public Works																						
2.4	• Neighborhood/Bus District Framework	Collins	.2 FTE																					
2.5	• Future Neighborhood Plan Updates																							
3.0	Code Amendments																							
3.1	• LID Code Revisions	Collins/Powers	.4 FTE																					
3.2	• Zoning Code Charts to Tables	Nelson	.2 FTE																					
3.3	• Misc. Code Amendments																							
3.4	• Wireless/Utilities (Chapter 117 KZC)	McMahan	.1 FTE																					
3.5	• Traffic Impact Standards	Public Works																						
3.6	• Sign Regs (Phase 1 and Phase 2)		.6 FTE																					
3.7	• Marijuana Regs Amendments	Collins	.2 FTE																					
3.8	• FAR Regs		.2 FTE																					
3.9	• Design Guidelines (Totem Lake CKC)	Collins	.3 FTE																					
4.0	Critical Area or SMP																							
4.1	• Wetlands and Streams Regs	Swan	.8 FTE																					
4.2	• Geo Hazards Analysis & Regs	Swan/McMahan	.5 FTE																					
4.3	• SMP Amendments	Swan	.4 FTE																					
5.0	Housing																							
5.1	• Update Housing Strategy Plan	Nelson/ARCH	.2 FTE																					
5.2	• Affordable Housing Strategies	Nelson/ARCH	.1 FTE																					
6.0	Env Stewardship/Sustainability																							
6.1	• GHC Report/Climate Action Plan	PW/Barnes	.1 FTE																					
6.2	• K4C Coordination/Implementation	Barnes/Guter	.1 FTE																					
6.3	• Sustainability Strategic Plan	Barnes/Powers																						
6.4	• Street Tree Inventory	Powers/GIS	.3 FTE																					
6.5	• Urban Forestry Mgmt Work Plan	Powers	.2 FTE																					
6.6	• CKC Green Certification	Powers																						
6.7	• Green Team	Barnes	.1 FTE																					
6.8	• Strategic Plan Actions/Implementation																							
7.0	Database Management	GIS/Planning	.1 FTE																					
8.0	Regional Coordination	Shields/Stewart	.1 FTE																					